

ANIMAL CONTROL OFFICER



GENERAL DEFINITION

Performs responsible protective-service work in the enforcement of ordinances regulating the keeping of animals within the jurisdiction; does related law enforcement work as required.

ORGANIZATION RELATIONSHIP

The position will work for the Department of Animal Control under Public Safety. Work is performed under direct supervision of the Animal Control Captain or designee.

TYPICAL TASKS

- Promotes sound companion animal ownership principles and practices in the County;
- Sets and checks traps, captures strays and specific animals by humane means;
- Impounds abandoned and stray animals;
- Checks animals for proper licenses and vaccinations; issues appropriate summons;
- Initiates investigations by collecting and presenting evidence, interviewing victims and witnesses, prepares evidence, recording and testifying on same in court cases;
- Prepares detailed reports and prepares statistical information for department;
- Responds to radio dispatches and answers calls and citizen complaints during or after normal working hours;
- Investigates complaints and concerns such as cruelty, theft, missing or injured animals, investigates livestock deaths and/or property damages;
- Works closely with local Health Department and area hospital in reference to animal bites;
- Contacts owners of animals having bitten or attacked someone;
- Quarantines or orders the same for suspect animals;
- Works to return identifiable animals to owners and supports animal adoption program;
- Euthanizes unclaimed or other animals as appropriate by humane means;
- Handles cash and transfers same to County Treasurer's Offices;
- Operates emergency vehicle under adverse conditions;
- Responds to emergency incidents as requested;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the laws, ordinances and regulations governing the care and control of animals and the protection of livestock and fowl; animal health issues and general knowledge of the geography of the County; and knowledge of Microsoft Office. Good customer service and organizational skills are expected. Ability to recognize serious animal diseases such as rabies and handle sick and injured animals; foster teambuilding among co-workers and shelter volunteers; gather, analyze and present data; exercise good judgment; effectively communicate and take direction orally and in writing; to analyze situations and adopt quick, effective and reasonable course of action with due regard to circumstances; to develop skill in the use of firearms and the operation of motor vehicles; possession of physical agility and physical endurance.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school and completion of appropriate training prescribed by the Commonwealth of Virginia. Previous work experience in law enforcement or code enforcement preferred. Good driving record with a minimum of three years driving experience.

Must successfully complete a criminal background investigation and be qualified to be sworn code enforcement officer in the Commonwealth of Virginia. Must have current certification as an Animal Control Officer or similar code officer in the Commonwealth of Virginia or must be certified within twelve (12) months of employment. Must successfully complete a physical examination as required.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

Licenses and Certificates – Position requires that the candidate become certified in Emergency Vehicle Driving, must be 21 years of age and qualify to carry a firearm, perform self-defensive tactics, affect an arrest and be certified in all humane euthanasia for animals. Candidate maybe asked to complete and pass CPR and First Aid training.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License. Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s). Minimum of three years driving experience required.

PHYSICAL DEMANDS

Candidate must be able to lift 100lbs. Candidate may be asked to pass a medical exam. Candidate must be able to work in stressful, demanding and hazardous environments. Candidate will be expected to be on call as required and may be asked to answer emergency calls from the 911 Call Center or Public Safety regarding Animal Control.

WORK ENVIRONMENT

Individual must be able to perform work in all types of hazardous environments including but not limited to natural, man-made, animal and environments that are immediately dangerous to life and health (IDLH). Individual must be able to work in law enforcement situations.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Updated 07/03/07)(Reviewed and Updated 11/15/09)(Updated 12/13/2010)

FLSA Status: **Exempt**
 X Non-Exempt

Pay Grade 14